

UNITED STATES DEPARTMENT OF AGRICULTURE

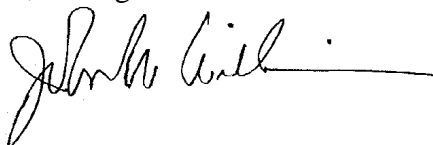
Farm Service Agency
Washington, DC 20250

Notice PM-2343

For: State and County Offices

2003 CO Pay Adjustments

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The President has authorized a 3.1 percent general schedule increase for Federal employees in calendar year 2003.

B

Purpose

This notice extends the general schedule increase to CO County Office employees for calendar year 2003, subject to the requirements of this notice.

C

Contact

If there are questions about this notice, State Offices shall contact:

- Don Samuels, HRD at 202-418-8988
- Crystol Wilsey, HRD at 202-418-9002.

Disposal Date

February 1, 2004

12-23-02

Distribution

State Offices; State Offices relay to County Offices

2 CO County Office Pay Increase

A

Effective Dates

The 2003 increases will be effective January 12, 2003, and will be in salary payments issued for the official pay date of February 6, 2003.

B

Pay Charts

Since GS pay rates are being extended to CO employees, separate CO pay charts will not be issued. When available, pay rate charts will be located on OPM's website at **www.opm.gov**.

C

Action

State Offices shall make **every** effort to process:

- extensions
- terminations
- appointment actions for all COC members before January 12, 2003.

No action is required by County Offices to process the annual pay adjustment. NFC shall process annual pay adjustments on:

- all CO employees
- COC members whose NTE date is January 12, 2003, or later
- temporary employees whose NTE date is after January 12, 2003.

If the NTE date is earlier than January 13, 2003, then State Offices are responsible for processing:

- pay adjustment
- other action to extend or terminate.

State Offices are responsible for processing any annual adjustments that NFC is unable to process.

After January 21, 2003, NFC IRIS application can be used to view employee records to determine whether pay adjustments have been processed.
